

## IV. Amendments to a License

After you are issued a license, you must conduct your program in accordance with (1) the statement, representation, and procedures contained in your application, (2) the terms and conditions of the license, and (3) Title 180.

It is the licensee's obligation to keep their license current. The license must be amended if any changes in the facilities, equipment, procedures, RSO or radioactive material used are planned. The license should anticipate the need for a license amendment insofar as possible. If any of the information provided in the application is to be modified or changed, submit an application for a license amendment. Submittal of an amendment request does not allow immediate implementation of proposed changes. Until the license has been amended to approve the change(s), the licensee must comply with the original terms and conditions of the license.

An application for a license amendment may be prepared either on the application Form NRH-5 or in letter form and should be submitted to the Agency. The application should identify the license by number and should clearly describe the exact nature of the changes, additions, or deletions. Reference to previously submitted information and documents should be clear and specific and should identify the pertinent information by date, page and paragraph. The licensee must maintain a copy of the submitted and referenced documentation on file for inspection.

For amendment requests applicants must do the following:

- Be sure to use the most recent guidance in preparing an amendment request.
- Submit one original copy of the application on a Form NRH-5 and if possible one electronic copy on a diskette or CD. The licensee should maintain a copy of the submitted and referenced documentation on file.
- Provide the license number.
- Ensure that a person in a management position signs the amendment or a delegation of authority has been submitted.

**Note:** Delegation of authority is a statement signed by management stating the specified person or persons the authority to sign license amendments and make statements that affect the license document.